



**Letter of Termination**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days Attended: Monday Tuesday Wednesday Thursday Friday

Child’s Last day of attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please Note:

* When withdrawing your child from Butterfly Childcare, at least 2 weeks’ notice must be given
* If 2 weeks’ notice is not provided, then 2 weeks fees in lieu will be charged
* Nonattendance during the two weeks’ notice period will result in ineligibility for Child Care Subsidy reduction, therefore full fees will be payable during this period.

***Parent/Guardian Signature Director’s Signature***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_